

*PUBLIC
PROCUREMENT
FORUM*

2003

*CONFERENCE
PROGRAM*

*DEPARTMENT OF GENERAL SERVICES
DIVISION OF PURCHASES AND SUPPLY*



*Collaborative Relationships:
Sharing a Vision*

***THE HOLIDAY INN SELECT
KOGER SOUTH CONFERENCE CENTER
RICHMOND, VIRGINIA
DECEMBER 7-9, 2003***

To All PARTICIPANTS

This year's Public Procurement Forum again includes a conference for suppliers. The supplier conference begins with registration and a dinner on Sunday, December 7th. Eight supplier workshops are offered on Monday with each being offered twice. The supplier conference concludes with a closing session late Monday afternoon.

The buyer conference begins with registration and a series of workshops Monday morning (7:45-9:15 am) and concludes with a closing session Tuesday afternoon. A total of 22 workshops plus three general sessions are offered during the buyer conference with all workshops offered twice.

Evaluation forms are located in your conference packet. Please complete one for each class you attend and for the Forum as a whole. At the end of each workshop, leave the completed form in the box provided in the workshop room. Be sure to include your full name, agency and both street and e-mail addresses on the overall Forum evaluation form so we will be able to send you notification of VCO recertification points.

If you require assistance, please contact the Registration/ Information Desk in the second floor atrium. All phone messages will be posted on the board located by the Registration/ Information Desk. If someone needs to contact you, they may call the hotel at (804) 379-3800.

In consideration of others, **PLEASE DO NOT SMOKE** during the workshops. Designated smoking areas are located in the facility. Your cooperation is greatly appreciated.

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FORUM HISTORY

Virginia's Public Procurement Forum became an annual event beginning in 1987. This conference, designed to equip purchasers from around the state with knowledge of the *Virginia Public Procurement Act* and provide a forum where ideas could be exchanged, was expanded in 2001 and now also provides suppliers an opportunity to learn how to do business with state and local governments. More than 350 public procurement professionals and 200 suppliers are expected to attend this year. The Forum is sponsored by the Commonwealth of Virginia, Department of General Services, Division of Purchases and Supply.

**Department of
General Services**

James T. Roberts, Director

**Division of
Purchases and Supply**

Ron Bell, Director

FORUM SUPPORT STAFF

Forum Director

Linda C. Hardwicke
Director, Administration and Special
Programs

Co-Director

Brian C. Jacobs, Ph.D.
Training Manager

Christine Anderson
Administrative Manager

Henry Campbell, VCO
Sr. Specifications Analyst/Engineer

Shane Caudill
e-Commerce Analyst

Catherine Gleason
e-Business Outreach Senior
Coordinator

Jan P. Bond, CPPB, VCO
Procurement Management Account
Executive

Davina Ellis
Exposition Registration Coordinator

Ronald L. King, CPPO, VCO
Procurement Management Account
Executive

Robert J. Pareene, C.P.M., VCO
State Procurement Specialist Senior

Donald R. Rainey, Sr., VCO
Procurement Management Account
Executive

G. Gil Seigler
Business Outreach Executive

DEPARTMENT OF GENERAL SERVICES
COMMONWEALTH OF VIRGINIA



Division of Purchases and Supply

December 7, 2003

805 East Broad Street
P.O. Box 1199
Richmond, Virginia 23218-1199
(804) 786-3842
Voice/TDD (804) 786-6152
FAX (804) 225-3707

Dear Forum Participant:

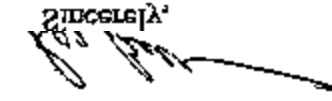
It gives me great pleasure to welcome you to the 15th Annual Public Procurement Forum entitled "*Collaborative Relationships: A Shared Vision.*" Collaborative relationships are essential to achieve efficiencies and cost savings in the Commonwealth.

Collaboration between agencies, institutions of higher education, local governments, and school systems is needed now more than ever. We continue to face reduced resources and stretched budgets, expanding demands for services, and public distrust of government's ability to manage taxpayer dollars. We must collaborate and adapt best business practices to achieve efficiencies and cost reductions, free up resources for core missions, and restore public confidence. The Commonwealth's procurement professionals are in a unique position to lead this effort.

Forum 2003 is tailored to help us improve our collaborative skills. It features a wide variety of workshops, speakers, and opportunities to network with your colleagues and expand your access to suppliers during the conference exposition. You will find the workshops and speakers both interesting and informative.

The years ahead will continue to challenge us. Resources are lean and we are expected to do more with less. Our teamwork has paid off in the past, but now we must strive to take this teamwork to a new level through collaboration on an enterprise-wide approach to achieve greater efficiency and cost reductions. As procurement professionals, I know you are up to the challenge.

Thank you for attending this year's Forum. We all hope you find the program rewarding and beneficial. Personally, I look forward to visiting with you over the next few days and learning more about your thoughts on procurement in the Commonwealth.


RON BELL

SUPPLIER CONFERENCE

SUNDAY, DECEMBER 7, 2003

<i>TIME</i>	<i>EVENT</i>	<i>ROOM</i>
3:00 pm - 6:00 pm	Conference Registration	Atrium 2nd Floor
6:00 pm - 9:00 pm	Welcoming Dinner - Speaker	James River Ballroom H

MONDAY, DECEMBER 8, 2003

6:45 am - 5:00 pm	Conference Registration/Information	Atrium 2nd Floor
6:45 am - 7:30 am	Breakfast	James River Ballroom G
7:45 am - 9:15 am	Professional Development Workshops State Procurement 101 eVA Basics Supplier Registration and Catalog Development Circle of Life in eVA - How Orders Flow	Anna Bon Air Shenandoah C Shenandoah D
9:15 am - 9:45 am	Break	Shenandoah Foyer & James River Foyer
9:45 am - 11:15 am	Professional Development Workshops State Procurement 101 eVA Basics Supplier Registration and Catalog Development Circle of Life in eVA - How Orders Flow	Anna Bon Air Shenandoah C Shenandoah D
11:30 am - 1:00 pm	Combined Luncheon - Speaker	James River Ballroom

SUPPLIER SCHEDULE OF EVENTS

MONDAY, DECEMBER 8, 2003 (CONTINUED)

<i>TIME</i>	<i>EVENT</i>	<i>ROOM</i>
1:30 pm - 3:00 pm	Professional Development Workshops Responding to Electronic Solicitations in eVA As the World Turns in eVA - Account Management Attention eVA Suppliers – Learn How to Market Effectively Controlling Your Future with a Positive Attitude	Anna New River Bon Air James River E&F
3:00 pm - 3:30 pm	Break	Shenandoah Foyer & James River Foyer
3:30 pm - 5:00 pm	Professional Development Workshop Responding to Electronic Solicitations in eVA As the World Turns in eVA - Account Management Attention eVA Suppliers – Learn How to Market Effectively Controlling Your Future with a Positive Attitude	Anna New River Bon Air James River E&F
5:15 pm - 6:00	Closing Session	James River H



Its Dynamic!
Its Virtual!
It's the way Virginia
Does Business

BUYER CONFERENCE		
MONDAY, DECEMBER 8, 2003		
<i>TIME</i>	<i>EVENT</i>	<i>ROOM</i>
6:00 am- 9:45 am	Registration	Atrium 2nd Floor
7:45 am - 9:15 am	Professional Development Workshops Legal Overview of Electronic Transactions e-Procurement Effective and Efficient Procurement Through Alternative Dispute Resolution Supplier Registration and Catalog Development Circle of Life in eVA - How Orders Flow Ethics eVA for Local Government Users	Chesterfield Shenandoah A Shenandoah B Shenandoah C Shenandoah D James River E&F York
9:15 am - 9:45 am	Break	Shenandoah Foyer & James River Foyer
9:45 am - 11:15 am	Professional Development Workshops Legal Overview of Electronic Transactions e-Procurement Effective and Efficient Procurement Through Alternative Dispute Resolution Supplier Registration and Catalog Development Circle of Life in eVA - How Orders Flow eVA for Local Government User	Chesterfield Shenandoah A Shenandoah B Shenandoah C Shenandoah D York
11:30 am - 1:00 pm	Combined Luncheon - Speaker	James River Ballroom
1:30 pm - 3:00 pm	Professional Development Workshops Why Aren't You Using "Quick Quote?" APSPM Review Ethics Controlling Your Future with a Positive Attitude Overview of VCE & VIB Products and Services	Chesterfield Shenandoah A Shenandoah B James River E&F York

MONDAY, DECEMBER 8, 2003 (CONTINUED)

<i>TIME</i>	<i>EVENT</i>	<i>ROOM</i>
3:00 pm - 3:30 pm	Break	Shenandoah Foyer & James River Foyer
3:30 pm - 5:00 pm	Professional Development Workshop Why Aren't You Using "Quick Quote?" APSPM Review Capital Outlay vs. Non-Capital Outlay Construction Controlling Your Future with a Positive Attitude Overview of VCE & VIB Products and Services	Chesterfield Shenandoah A Shenandoah B James River E&F York

TUESDAY, DECEMBER 9, 2003

7:30 am - 9:00 am	Professional Development Workshops What is the PPEA All About? eVA Strategies: Are You Moving to The Next Level? Executive Order 29 and The Role You Fill eVA Tips & Tricks Expanding Your Agency Use of EVA Doing Business with VITA Capital Outlay vs. Non-Capital Outlay Construction	Anna New River Bon Air Shenandoah A Shenandoah B York Chesterfield
9:00 am - 9:05 am	Vendor Exposition Ribbon Cutting	James River Foyer
9:05 am - 12:00 pm	Vendor Exposition	James River Ballroom
9:30 am - 10:00 am	Break	James River Foyer
11:45 am - 1:15 pm	Luncheon - Speaker	Shenandoah C-D

TUESDAY, DECEMBER 9, 2003 (CONTINUED)

<i>TIME</i>	<i>EVENT</i>	<i>ROOM</i>
1:30 pm - 3:00 pm	Professional Development Workshops What is the PPEA All About? Configuring Your Agency eVA Account Executive Order 29 and The Role You Fill Design and Print Procurement: Asking the Right Questions Business Process Automation: the Good, the Bad and the Ugly Doing Business with VITA Market Making: Research Techniques to Maximize Savings for the Commonwealth	Anna New River Bon Air Shenandoah A Shenandoah B York Chesterfield
3:00 pm - 3:30 pm	Break	Shenandoah Foyer & James River Foyer
3:30 pm - 5:00 pm	Professional Development Workshops Expanding Your Agency Use of EVA Configuring Your Agency eVA Account eVA Strategies: Are You Moving to The Next Level? Design and Print Procurement: Asking the Right Questions Business Process Automation: the Good, the Bad and the Ugly eVA Tips & Tricks Market Making: Research Techniques to Maximize Savings for the Commonwealth	Anna New River Bon Air Shenandoah A Shenandoah B York Chesterfield

CERTIFICATION/RECERTIFICATION

To be awarded continuing education hours and points, you must participate in all conference workshop and general sessions and the vendor exposition, and complete an overall evaluation form for Forum '03.

Institute for Supply Management (ISM): You will be awarded 12.5 continuing education hours for attending all buyer conference activities of Forum '03. Complete the ISM Conference Documentation Form provided in your packet and submit it to ISM with your recertification application.

Virginia Contracting Officers (VCO) Certification Program: You will receive 2.0 points towards VCO recertification for attending all buyer conference activities of Forum '03.

WORKSHOPS

SUPPLIER CONFERENCE WORKSHOPS

As the World Turns in eVA - Account Management

Karen E. Shaffer, MCP, eVA Customer Care and Supplier Registration Supervisor

Shane Caudill, e-Commerce Analyst

Department of General Services

Your company's eVA registration account contains critical information to receiving purchase orders and Quick Quote bidding opportunities from eVA buyers. The importance of managing your account to enable buyers to see your goods and services is critical. No, it doesn't take a daily review, but what you do need to know and understand is how a company's account information is viewed by buyers. Attend this workshop to learn how to keep the orders flowing to your company.

Attention eVA Suppliers – Learn How to Market Effectively

Suzie Gleason, e-Business Outreach Senior Coordinator

Department of General Services

The Commonwealth spends approximately 5 billion dollars a year in goods and services. In addition, local government spends approximately 5 billion dollars. Attend this workshop to learn how to use tools including reports to boost your bottom line by effectively targeting Commonwealth and local governments who purchase your goods or services.

Circle of Life in eVA - How Orders Flow

Karen E. Shaffer, MCP, eVA Customer Care and Supplier Registration Supervisor

Bob Sievert, Director of Technology Programs

Department of General Services

This class will cover the life cycle of ordering as eVA sees it. You will learn tips and tricks on how to manage and monitor orders, both as a buyer and as a supplier. *This is a joint workshop for suppliers and buyers.*

Controlling Your Future with a Positive Attitude

Bob Vieno, President

Bob Vieno & Associates

This workshop will arm you with tried and proven techniques for dealing with life's everyday stressful events. You will learn to:

- ✍ Project and communicate with a positive attitude
- ✍ Project a positive attitude when dealing with difficult people
- ✍ Handle difficult people with positive communications
- ✍ Handle complaints in a positive manner

Bob's enthusiastic manner is contagious. His most important asset is the ability to communicate with people in a down-to-earth, practical manner regardless of their position or level of education. He was recently approved by DHRM to conduct management training, employee development training and retail sales training. *This is a joint workshop for suppliers and buyers.*

eVA Basics*Jan P. Bond, CPPB, VCO, Procurement Management Account Executive**Gary Johnson, Contract Compliance Officer*

Department of General Services

Learn what eVA is. How it works. Why do I need to sign up for eVA? This introductory workshop includes an overview of eVA and discussion of the various ways procurements are handled through eVA

Responding to Electronic Solicitations in eVA*Sandra Gill, VCO, Statewide Contract Officer**Warren Mitchell, VCO, CPPO, Statewide Contract Officer*

Department of General Services

Learn how you can find solicitations for your products and services in the new VBO (Virginia Business Opportunities) application of eVA.

Learn how easy it is to respond to online solicitations and Quick Quote requests. You will walk away from this class armed with knowledge that can quickly put you into action when opportunity knocks at your door!

State Procurement 101*Larry Ray, Procurement Management Account Executive*

Department of General Services

If you are a new supplier to Commonwealth agencies, then this workshop will provide vital information on the various methods of procurement used to purchase goods and services. From solicitation posting to response, you will walk away from this workshop equipped with the tools that will allow you to compete for Commonwealth business opportunities. In addition, there will be a discussion about the DPS role, how we delegate procurement authority to the statewide customer base, and how we award statewide contracts for commonly used commodities.

Supplier Registration and Catalog Development*G. Gil Seigler, Business Outreach Executive**Shane Caudill, e-Commerce Analyst*

Department of General Services

This workshop will explain the importance of various components in the registration account and discuss effective development of a catalog. Ultimately, the information in a company's registration account is used to search for goods and services in the eVA email. The commodity codes selected by the supplier determine how the company's items are searchable by the buyer. Likewise, the item keyword descriptions used in catalog development are critical to buyers finding your goods and services. *This is a joint workshop for suppliers and buyers.*

WORKSHOPS

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BUYER CONFERENCE WORKSHOPS

APSPM Review

Nancy M. Davis, CPPB, CPPO, VCO, Procurement Mgmt. Account Executive
Department of General Services

There have been several changes issued to the Agency Procurement and Surplus Property Manual (APSPM) through Procurement Information Memoranda (PIMs) since its release in 1998. The instructor will provide an overview and topics of major importance in each chapter and highlight the most recent changes that have been made to the APSPM. Executive management, purchasing practitioners and those with oversight responsibilities for the procurement function will benefit from this concise yet comprehensive review of the Commonwealth's procurement manual.

Business Process Automation: the Good, the Bad and the Ugly

Marquis J. Bolton, Director, Bureau of Supply and Asset Management
Department of General Services

The GOOD: BSAM Web Based Processes. Learn how VDC, a first in internet based ordering, successfully integrated into eVA punch-out, established internet marketing with the Dynamic Catalog, and improved safety for customers with VDC's integration of MSDS sheets into the Dynamic Catalog.

The BAD: Paper Processes and Catalogs. By the time you look it up, another agency got the best deal.

The UGLY: Data removal from Hard Drives and other memory devices. Discuss the best ways to protect the Commonwealth's data and citizen privacy, consequence of error and the practical implications of the new VITA policy and standards.

Capital Outlay vs. Non-Capital Outlay Construction

William W. Scott, Director, Bureau of Capital Outlay Management
Department of General Services

This workshop will cover proper preparation of project documents, other state agency approvals, required permits, authorized methods of procurement, notifications required, sealed bidding requirements and contract administration. At the conclusion of the presentation, you will be knowledgeable of external factors affecting construction procurement and contract administration.

Circle of Life in eVA - How Orders Flow

Karen E. Shaffer, MCP, eVA Customer Care and Supplier Registration Supervisor
Bob Sievert, Director of Technology Programs
Department of General Services

This class will cover the life cycle of ordering as eVA sees it. You will learn tips and tricks on how to manage and monitor orders, both as a buyer and as a supplier. *This is a joint workshop for suppliers and buyers.*

WORKSHOPS

Configuring Your Agency eVA Account

Jan Fatouros, Director, Information Systems and Services

Jan P. Bond, CPPB, VCO, Procurement Management Account Executive

Nancy M. Davis, CPPB, CPPO, VCO, Procurement Mgmt. Account Executive
Department of General Services

Is eVA working for your agency? If you would like to streamline data entry or the approval process, make sure eVA buyers select the correct accounting codes, or just want to understand how eVA works this workshop is for you. The two Jan's and Nancy will explain how configuration decisions affect eVA's accounting and workflow. They will also provide a case study on how complex business rules were implemented using accounting filters, signer rules, and workflow order. Best of all - they will tell you how you and your DPS account exec can make eVA match your business practices. Bring your questions! Put the experts to the test - stump us - and there will be a prize!

Controlling Your Future with a Positive Attitude

Bob Vieno, President

Bob Vieno & Associates

This workshop will arm you with tried and proven techniques for dealing with life's everyday stressful events. You will learn to:

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Design and Print Procurement: Asking the Right Questions

Paris Ashton, Creative Director, Office of Graphic Communications

Warren Mitchell, Statewide Contract Officer
Department of General Services

Learn in a fun and interactive setting how to help your agency achieve significant cost savings when designing and buying printed publications. Roles and responsibilities of those involved in the publication process will be demonstrated. Points of discussion will include design, paper, ink, and delivery options.

WORKSHOPS

Doing Business with VITA

Theodora "Teddy" Cogbill, CPM, CPPO, Associate Director of Supply Chain Mgmt.
Virginia Information Technologies Agency

VITA has been recharged with energy from ProReform. Learn how VITA has taken best practices and integrated these practices into providing information technology goods and services to the Commonwealth. Learn how the VITA supply chain management structure has aligned to provide faster and better service to agencies seeking IT products and services. The presentation will provide specific information to enable better contact within VITA for advice or purchases.

Effective and Efficient Procurement through Alternative Dispute Resolution: A Workshop in Creative Problem-Solving

Kelley L. Hellams, Executive Policy Analyst

Virginia Information Technologies Agency

Alfred G. Bridger, Manager, Dispute Resolution Unit of Consumer Affairs

Department of Agriculture & Consumer Services

Frank Carr, Former Chief of ADR Program

U.S. Army Corps of Engineers

In the procurement field, many contractors and agency procurement personnel recognize that alternative dispute resolution (ADR) can be a valuable alternative to traditional, costly and time-consuming litigation. This workshop will provide a broad overview of the Virginia Administrative Dispute Resolution Act (VADRA), an introduction to ADR concepts and their importance, and feature a distinguished panel of experienced and knowledgeable ADR neutrals and advocates in an informative discussion of the use of ADR procedures and practices by agencies throughout the federal and state government to resolve a variety of procurement related disputes.

Ethics

Ronald L. King, CPPO, VCO, Procurement Management Account Executive
Department of General Services

Have you ever been caught in a jam, where you are not sure what to do because one or more of the options bother your conscience? We all face ethical dilemmas in the work place. This workshop will discuss some of them and the options open to public procurement professionals.

e-Procurement

Sandra Gill, VCO, Statewide Contract Officer

Warren Mitchell, VCO, CPPO, Statewide Contract Officer

Department of General Services

Come see a walkthrough of the exciting new e-procurement tool in eVA. The walkthrough will show you all phases of the procurement states, Requisition, Solicitation, Response, Evaluation, Award and Post Award. You will see both the Buyer side and the Vendor side.

eVA for Local Government Users

Gail M. Kemper, e-Commerce Analyst
Department of General Services

Are you using eVA only because you're required to for certain state contracts? Do you want to learn how to expand your use of eVA so you can find possible price advantages? Are you wondering what other eVA features are available to you? Are you curious to know which local government entities are expanding their use of eVA and why they want to use eVA exclusively? This class will be a casual discussion about eVA and give you a forum to ask questions and discuss issues and/or concerns.

eVA Strategies: Are You Moving to The Next Level?

Bob Sievert, Director of Technology Programs
Department of General Services

Now that you've been using eVA... have you discovered all of the ways to make it work for you. In this class we will re-visit the goals of eVA and discuss how you can get more out of eVA TODAY !! Some of the items we will talk about include:

- ? vendor registration - are you getting to enough vendors
- ? paying vendors - eVA data to the ERP & Electronic Funds Transfer
- ? more competition - have you looked at Quick Quote and eProcurement
- ? more efficient purchasing - are the people in your agency sending you requisitions in eVA? How many P-Card holders are using eVA?
- ? find cooperative opportunities - are you using eVA reports to find others buying the same stuff as you?

Come join us in these challenging discussions that will help you find ways to move to the real potential that eVA offers.

eVA Tips & Tricks

Wiley C. Rowsey, CPPO, VCO, Procurement Management Account Executive
Department of General Services

Want to learn some eVA tips and tricks and enhance your eVA skills? Then join Wiley to learn how to utilize the tools available in eVA to plan and create requisitions with greater efficiency. He will review several areas, such as how to find basic vendor information, commodity code lookup, catalog searches, mass edit, change order and the new VBO functionality.

Executive Order 29 and The Role You Fill

Willie W. Miles, Jr., Manager, Service Division
Department of Minority Business Enterprise

Where is my Agency's Supplier Diversity Plan? Who is my Diversity Champion? Is our Plan meeting the intent of EO 29? What can I do to improve our performance? This workshop will provide answers to these questions as well as guide you in the development of your Quarterly Report.

WORKSHOPS

WORKSHOPS

Expanding Your Agency Use of EVA

Donald Rainey, VCO, Procurement Management Account Executive
Department of General Services

Improve your use of eVA practices while enhancing your agency spend. This workshop is designed to provide agencies and institutions with recommendations and tips on how to expand your use of eVA. Participants will have the opportunity to share Best Practices used in their agencies/institutions.

Legal Overview of Electronic Transactions

John Westrick, Senior Assistant Attorney General
Office of the Attorney General

Senior Assistant Attorney General John Westrick will conduct this workshop on the Uniform Electronic Transactions Act and legal considerations affecting public contract officers' use of electronic means to negotiate, sign, and administer procurement contracts.

Market Making: Critical LPP® Research Techniques to Maximize Savings for the Commonwealth

Reiko Osaki, Senior Associate
Silver Oak Solutions

Recently, as part of the Virginia Partners in Procurement Initiative (VaPP), Silver Oak worked closely with the Commonwealth's Purchasing team to tackle nearly \$200M in annual spending, and achieved over \$25M in recurring annual savings. Currently, the same joint team is addressing another 9 purchasing categories, and expects to significantly add to that annual savings amount. This session will provide an overview of one of the critical steps of the LPP®-program, Market Making. The workshop will include interviewing techniques, online web research methods, supplier assessments, and the identification of potential savings levers to improve any procurement strategy.

Overview of VCE & VIB Products and Services

George Hesser, Marketing Director
Virginia Correctional Enterprise
Donald E. Rymer, VCO, Manager, Facilities Contract Admin. and Special Projects
Virginia Industries for the Blind

This workshop will provide an overview of the organization, operation, and products and services offered by two mandatory sources: Virginia Correctional Enterprises and Virginia Industries for the Blind. George Hesser will provide answers to all of your questions with a comprehensive overview of the organization, customer services, sales, products offerings, product production, and delivery times of VCE and much more. Don Rymer will cover these same topics related to VIB as well as: Why give employment to the blind? Why do we do the things that we do? How does a blind employee do the work that he or she does?

Supplier Registration and Catalog Development

G. Gil Seigler, Business Outreach Executive

Shane Caudill, e-Commerce Analyst

Department of General Services

This workshop will explain the importance of various components in the registration account and discuss effective development of a catalog. Ultimately, the information in a company's registration account is used to search for goods and services in the eVA email. The commodity codes selected by the supplier determine how the company's items are searchable by the buyer. Likewise, the item keyword descriptions used in catalog development are critical to buyers finding your goods and services. *This is a joint workshop for suppliers and buyers.*

What is the PPEA All About?

Sundra Cecil-Johnson, C.P.M., APP, CPPB, Director of Procurement Services

City of Richmond

Have you been hearing lately the acronym "PPEA" used throughout the Purchasing Profession? It seems that everywhere you turn someone is discussing PPEA. Now is your chance to come learn what "PPEA" means and what all the rage and talk is about. Learn what type of projects will qualify under "PPEA" and if this is a viable solicitation method for your organization, currently or in the future. Also, learn what other agencies have done under "PPEA".

Why Aren't You Using "Quick Quote?"

Steve Hudson, CPPO, VCO, Procurement Management Account Executive

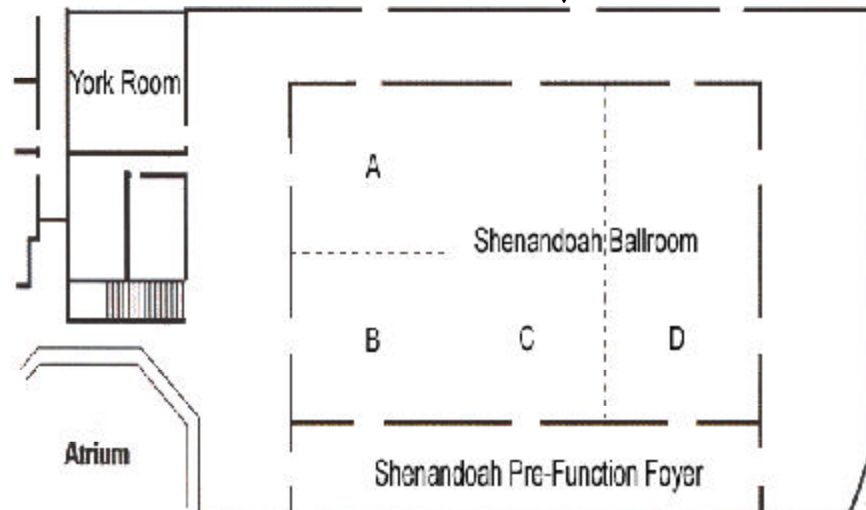
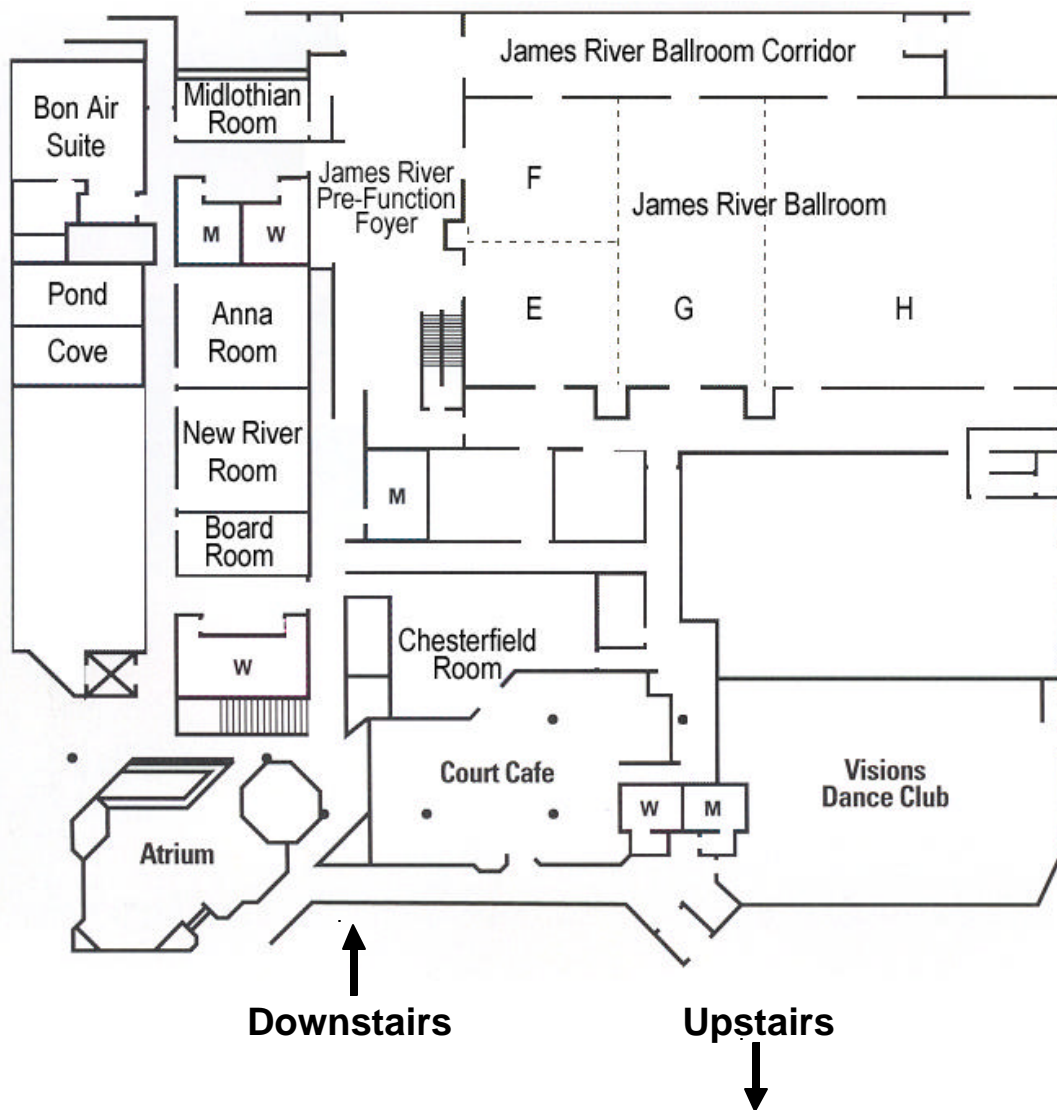
Department of General Services

In this period of reduced budgets, no agency purchasing office should overlook the cost savings potential of eVA Quick Quote. This very productive and user-friendly electronic solicitation tool promises to reduce your overhead expenses as well as maximize savings in the purchase of goods and services. This session will provide not only a Quick Quote overview, including strategies to make it even easier to use, but more importantly, will convince you to start using Quick Quote.

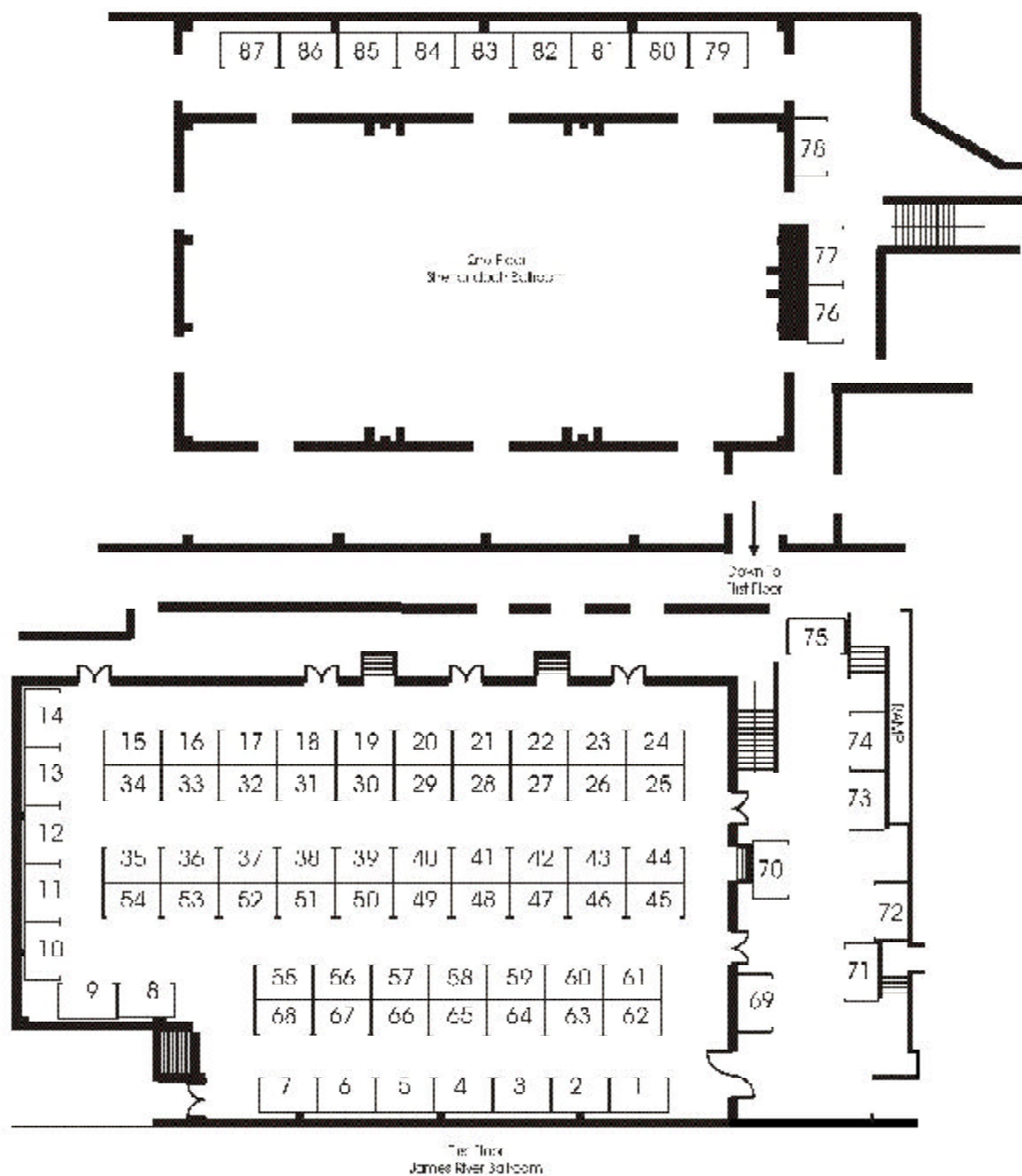


WORKSHOPS

HOTEL LAYOUT



EXPOSITION LAYOUT



PARTICIPATING COMPANIES

Abacus Staffing Services 3114-A W. Marshall Street Richmond, VA 23230 Tel. # 804-959-7271 e-Mail: mpbrady@abacuscorporation.com Staffing & Employment Services	Booth 44	Blue Eagle Industries 2536 Youngs Drive Haymarket, VA 20169 Tel. # 703-753-3206 e-Mail: dave@blueeagleindustries.com Industrial Products	Booth 60-61
Acme Auto Leasing 440 Washington Avenue North Haven, CT 06473 Tel. # 203-234-6850 e-Mail: benrosenbloom@acmeautoleasing.com Vehicle Leasing	Booth 12	Bretmor Headwear 833 Liberty Way Chester, VA 23836 Tel. # 804-590-8222 e-Mail: jbower@bretmor.com Cap & hats	Booth 49
Air Mechanical Sales, Inc. 2216 Patterson Ave, S.W. Roanoke, VA 24016 Tel. # 540-344-9253 e-Mail: dlight@airmechanicalsales.com Heating & A/C	Booth 55	Bright Horizons Family Solutions 200 Talcott Avenue South Watertown, MA 02472 Tel. # 617-673-8720 e-Mail: ktorres@brighthorizons.com Employer sponsored childcare	Booth 85
Allen Display 14301 Sommerville Court Midlothian, VA 23113 Tel. # 804-794-6032 X-106 e-Mail: sales@allendisplay.com Bulletin Boards, Literature Racks & Displays	Booth 2	BSAM, Virginia Distribution Center & Surplus Property P. O. Box 99 Sandston, VA 23150-0099 Tel. # 804-328-3225 e-Mail: wtillman@dgs.state.va.us Food, janitorial supplies & paper products. State & Federal surplus property	Booth 70
Allied Building Products Excelsior Drive & June Road Blandon, PA 19510 Tel. # 717-587-3729 e-Mail: dburner@alliedbuilding.com Building products, i.e. roofing, siding, windows, doors, etc	Booth 8-9	Caliper, Inc. P. O. Box 2574 Virginia Beach, VA 23450-2574 Tel. # 757-463-1416 e-Mail: mprice@caliper.net Staffing Services	Booth 19
Applied Management Engineering 200 Golden Oak Ct Suite 300 Virginia Beach, VA 23452 Tel. # 757-498-4400 X-605 e-Mail: bob@ameinc.biz Facility Condition Assessment, Facility Management Consulting	Booth 63	CDW Government, Inc. 10790 Parkridge Blvd Reston, VA 20191 Tel. # 301-874-8380 e-Mail: bcole@cdwg.com IT Supplies and Services	Booth 81

Commercial Business Systems Inc. Booth 21

P. O. Box 465
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 e-Mail: vlong@mail.cbsva.com
 ISDN Telephone Equipment, Genicom Printers &
 Computer and Telephone Repair Services

Continental VisiNet Broadband Booth 87

715 Midole Ground Blvd.
 Newport News, VA 23606
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